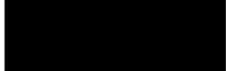


UNITED STATES GOVERNMENT

# Memorandum

TO : 

FROM : Chief, Review and Analysis Branch, PS/OL

SUBJECT: Employee Services Center

DATE: STATINTL

1. Prior to commenting on the desirability, need or possible requirement for a Center - I am sure you realize that space in Headquarters Building cannot be made available for a new activity without relocating an existing one. And there is the rub.

2. I believe that the establishment of one person at an Information Desk where an employee can inquire and receive directions to an appropriate office for an answer to his problem is worthwhile. Such Information Desk should be well identified by publicity, corridor signs, etc., so that the employees will know where to go to find guidance.

3. Most of the services outlined in your proposal are now being furnished by the Office of Personnel (OP). Other suggested services might be assigned to present Agency organizations who are furnishing similar or related guidance. Additional services may require additional personnel to perform them.

4. If it is the intent that the Service Center will include all or most of the "service" personnel - the acquisition of space is a BIG obstacle and the component releasing personnel to the Center, or detailing them to work at the Center, will be reluctant or perhaps unable to give up the office space that such personnel now occupy. However, if the matter is largely within OP - perhaps it could be arranged.

 STATINTL

